

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: PREVENTION PROGRAM MANAGER - aDDAPT**

Posting# 2050-0815md

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING SALARY: Step 46; \$2,112 bi-weekly** - \$26.40 per hour **plus benefits package**  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** August 13, 2015

**CLOSING DATE:** August 27, 2015

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at -** <http://www.utahcounty.gov/jobs>

### JOB SUMMARY:

Under general direction of the Division Director, this position supervises, plans, coordinates, and directs the activities of the County's substance abuse prevention programs.

### DUTIES INCLUDE:

**Supervises**, plans, coordinates, and directs the work of the Departments Drug & Alcohol Prevention programs.

**Makes** staffing decisions within the assigned program including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.

**Supervises** and correlates program involvement within the department, and with other County departments, volunteer groups, outside agencies, and local, State, and Federal agencies.

**Assists** in the preparation of the program budget and monitors and approves program related purchase orders and expenditures and assists in the preparation of grant applications.

**Represents** the County to school districts, public agencies, other community organizations, and media regarding drug and alcohol prevention issues.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities; Communicate effectively verbally and in writing; Work with limited supervision; Work with groups and individuals at every level of society; Conduct in-depth program analysis of drug and alcohol treatment programs; Maintain files, records, and reports and Ability to coordinate multiple tasks efficiently.

**Skill in:** Creative thinking and analytical problem solving; Counseling and training others; Public speaking and interpersonal communication; Word processing and basic programs Reading, writing, and basic math and Document composition.

**Knowledge of:** Community organization; Supervisory techniques and Modern office procedures.

### REQUIREMENTS FOR EMPLOYMENT:

Equivalent to a Master's Degree in Social Work, Sociology, Psychology, Educational Psychology, or related social services field; and two (2) years work experience in substance abuse services including any combination of direct services, supervision, program planning, and administration OR three (3) years work experience in mental health services including any combination of direct services, supervision, program planning, and administration. One (1) year of required related work experience must have been in a supervisory capacity.

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

### LICENSURE/CERTIFICATIONS:

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.